

# Enrollment Worksheet Instructions

## Fiscal Year 2023 Primary Home Care (PHC) Attendant Compensation Rate Enhancement

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**Provider Finance Department, Long-Term  
Services and Supports  
Texas Health and Human Services  
Commission (HHSC)**

**July 1 – August 1, 2022  
Enrollment for Levels to be Effective  
September 1, 2022**

NOTE: These worksheets are provided for your own information and may be retained in your files for future reference. **Do not return** them to the Texas Health and Human Services Commission.



**TEXAS**  
Health and Human  
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# Instructions

## Purpose

This worksheet is a resource to help providers calculate spending requirements and potential differences between costs and revenues under the Attendant Compensation Rate Enhancement. Providers can use this information to decide about participation in the enhancement program.

## Reporting Period

Select a reporting period representing your typical caseload and staffing as close as possible to the open enrollment period. The reporting period may be of any length, but we recommend a minimum of one payroll period. For example, the reporting period might be one payroll period in June, one month (i.e., June 1 – June 30), or your most recent cost-reporting period.

We recommend checking for data inconsistencies and calculation errors. It is also recommended to complete worksheets for two different reporting periods at least three months apart and compare the results. Significant variances indicate either an error in completing the worksheets or large fluctuations in caseload and staffing. Please consider any such variations when making your enrollment decision.

## Assistance

For assistance with the completion of these forms, contact the Texas Health and Human Services (HHSC) Provider Finance Department (PFD) at: [PFD-LTSS@hhs.texas.gov](mailto:PFD-LTSS@hhs.texas.gov) or (737) 867-7817.

## Elimination of Grouping Contracts

Changes to Title 1 Texas Administrative Code (1 TAC) Section 355.112(ee) changed the timing of requests for grouping, effective April 1, 2012. Providers will no longer have the option of grouping during this Fiscal Year 2023 Open Enrollment. Instead, providers may request that HHSC PFD aggregate (also known as grouping) the contracts when submitting the cost report covering the fiscal year of the awarded enhancement level. HHSC PFD recommends completing the worksheets for the contract you plan to aggregate at the end of the reporting period. You may also complete worksheets for individual contracts to compare with the aggregated results.

## **Levels of Enhancement**

Contracted providers must request a specific enhancement level to participate in their PHC attendant services. Contracted providers providing both Priority and Nonpriority services must specify the level of enhancement they wish to participate in for each type of service (i.e., Priority and Nonpriority). Please refer to the Enrollment Contract Amendment as the method for requesting a level. Providers may request a level within the proposed range. Therefore, HHSC PFD recommends that you complete the worksheets for your requested level to inform your decision. Funds may not be available to grant all requests. Please consult the "Participation Status – Levels Awarded List" to be posted (posted by September 17, 2022) on the HHSC PFD website for this program to learn your final awarded level. HHSC will not distribute award letters. The HHSC PFD Website is the sole source for information about awarded levels.

## **Worksheet Functionality**

The enrollment worksheets are fully functional. If completed online, they will perform all required calculations for you. If you choose to print the worksheets and fill them out by hand, you will be responsible for the accuracy of all mathematical calculations.

# Definitions

## Attendant

- An attendant is an unlicensed caregiver providing direct assistance to clients with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs).
- Attendants do not include:
  - ▶ The director
  - ▶ Administrator
  - ▶ Assistant director
  - ▶ Assistant administrator
  - ▶ Activity director
  - ▶ Clerical and secretarial staff
  - ▶ Professional staff
  - ▶ Other administrative staff
  - ▶ Licensed staff
  - ▶ Attendant supervisors, unless delivering attendant services to prevent a break in service
  - ▶ Cooks and kitchen staff, laundry and housekeeping staff, maintenance and groundskeeping staff
- Attendants include drivers and medication aides.

Attendant expenses must be direct costed to be allowable for the Attendant Compensation Rate Enhancement Program. Direct costing requires daily timesheets documenting time spent performing attendant services for the contract.

# PHC Attendant Services Worksheet

## Step 1 – Enter Required Data

**NOTE:** exclude all salaries, wages, payroll taxes, benefits, and mileage reimbursements for services delivered to STAR+PLUS clients.

Round all monetary amounts in Step 1 to the nearest whole dollar (with no zeros included for cents). For example, \$25.49 should be rounded to \$25 and \$25.50 to \$26.

## Attendant Salaries and Wages

- Report accrued salaries and wages for attendants employed or contracted by the provider and who you are required to make Federal Insurance Contributions Act (FICA) contributions.
- Salaries and wages include overtime, cash bonuses, and cash incentives paid from which you must deduct taxes.
- See the Definitions section for requirements about staff members functioning in more than one capacity.

## FICA and Medicare

Report employer-paid FICA and Medicare taxes for attendants. FICA taxes may be allocated based upon the percentage of eligible salaries.

## State and Federal Unemployment

Report both federal (Federal Unemployment Tax Act or FUTA) and state (Texas Unemployment Compensation Tax Act or TUCA) employer-paid unemployment expenses for attendants. Unemployment expenses may be allocated based upon a percentage of eligible salaries.

## Workers' Compensation Insurance Premiums

Report premiums for workers' compensation insurance, industrial accident policies, and other similar types of coverage for employee on-the-job injuries for attendants. Workers' compensation premiums may be allocated based upon a percentage of eligible salaries.

## Workers' Compensation Paid Claims

Report medical claims paid for employee on-the-job injuries for attendants. Paid claims may be allocated based upon a percentage of eligible salaries or direct costed.

## Employee Health Insurance

Report employer-paid health insurance for attendants. Employer-paid health insurance premiums must be direct costed. Paid claims may be allocated based on a percentage of eligible salaries or direct costed.

## Employee Life Insurance

Report any employer-paid life insurance for attendants. Employer-paid life insurance costs must be direct costed.

## Other Employee Benefits

Report any employer-paid disability insurance and retirement contributions for attendants. These benefits must be direct costed. The contracted provider's unrecovered cost of meals and room-and-board furnished to direct care employees, uniforms, job-related training reimbursements, and job certification renewal fees are not to be reported as Other Employee Benefits.

## Mileage Reimbursement

Report the mileage reimbursement paid to an attendant for using their personal vehicle, which is not subject to payroll taxes. The maximum allowable mileage reimbursement is as follows:

- 1/1/21 – 12/31/21            56.0 cents per mile
- 1/1/22 – 12/31/22            58.5 cents per mile

## Box A

The Total Attendant Cost is the sum of all costs above.

## Box B

Report the total number of PHC service units provided by your attendants to all individual clients (excluding STAR+PLUS clients) during the reporting period. This does not mean the

number of PHC service hours billed. In addition to the billed units of service, include units of provided service for which you may not receive reimbursement (e.g., service provided to a client whose doctor's orders are not up to date).

Report units of service to two decimal places. For example, report 175.5 units of service as 175.50 and 174 units of service as 174.00.

**NOTE:** All monetary calculations in Steps 2 – 3 should be carried out to two decimal places.

## **Step 2 – Determine the Attendant Cost Per Unit of Service**

Divide total attendant costs from Box A by total units of service from Box B. Enter the result in Box C. This is your estimated attendant cost per unit of service.

**NOTE:** For Step 3, please refer to the attached Priority and Nonpriority Payment Rates worksheets to obtain the attendant rate for each participating level.

## **Step 3 – Attendant Rate and Spending Requirement for Participating Level**

### **Column A**

Enter the level of enhancement you will request to participate in Column A.

### **Column B**

Enter the proposed attendant rate component for your requested enhancement level in Column B.

### **Column C**

To calculate the required spending for participating at the enhancement level requested, take the amount in Column B and multiply by 0.90. Enter the result in Column C.

### **Column D**

Column D shows the difference between the proposed attendant rate component and required attendant compensation spending for your requested enhancement level.

## Column E

Column E shows your current spending on attendant compensation. Enter your current attendant cost per service unit from Box C, Step 2 in Column E.

## Column F

Column F shows how much you would need to increase your current spending on attendant compensation to meet the attendant spending requirement for participating at the level you requested. Subtract the value in Column E from Column C. If the result of this operation is less than zero, set the result equal to zero. Enter the result in Column F.

## Things to Consider When Making Your Participation Decision

This document lists the various aspects of your business situation to consider when making your participation decision. This list is not all-inclusive, and there may be other facts to consider when deciding whether or not to participate.

**Check all calculations to ensure accuracy.**